



ACCESSIBILITY GUIDE

Wisconsin Forward Exam

Spring 2018



For information about how to enter student accessibility settings reference the *Managing Students and Testing in eDIRECT* available at <http://dpi.wi.gov/assessment/forward/resources>.

Frequently Asked Questions on accessibility information is available at <http://dpi.wi.gov/assessment/forward/faq>.

Questions may be directed to osamail@dpi.wi.gov.

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Department of Public Instruction



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Purpose of the Guide

State and federal laws require that state assessments must allow for the inclusion of all students, including students with disabilities and English learners (ELs).

Accommodations and supports are practices and procedures that provide equitable access to grade-level content. They are intended to reduce or eliminate the effects of a student's disability or level of language acquisition; they do not reduce learning expectations. The accommodations or supports provided to a student must be consistent with classroom instruction, classroom assessments, and district and state assessments. It is important to note that **while some accommodations or supports may be appropriate for instructional use, they may not be appropriate for use on a standardized assessment** because of what the test is intending to measure.

District Assessment Coordinators (DAC) and School Assessment Coordinators (SAC) should be knowledgeable of the information in *The Accessibility Guide* to ensure valid and reliable test administration. It is also the responsibility of the DAC to ensure that all district and school staff are aware of this guide and its contents.

The Accessibility Guide is intended for school personnel and decision-making teams (e.g., IEP teams) as they prepare for and administer the Forward Exam. The guide contains information for classroom teachers, English development educators, special education teachers, and related services personnel as they select and administer universal tools, designated supports, and accommodations for those students who need them.

All students are administered the Forward Exam except for a very small number of students with the most significant cognitive disabilities who are assessed with an alternate assessment, the Dynamic Learning Maps (DLM).

PLEASE NOTE: In eDIRECT, ALL accessibility features are referred to as “online”. Please disregard this column in eDIRECT. Accessibility features are either embedded (part of the online testing system) or non-embedded (not part of the system).

IMPORTANT: Providing designated supports or accommodations can be stressful for a student who does not use these accessibility features on a regular basis. Too many accessibility features can be a distraction rather than a support during testing. Please keep this in mind when assigning designated supports and accommodations for your students.

Section I: Universal Tools

This section describes the Universal Tools available for use on the Forward Exam. These tools are available to all students and are based on student preference. No action is needed in eDIRECT to make these tools available or to associate their use with a particular student. The Universal Tools are available as part of the online testing system to all students. There is no option to “turn off” the tools.

Embedded Universal Tools

Table 1 describes all embedded Universal Tools available to all students as part of the INSIGHT online system.

Table 1: Embedded Universal Tools

Embedded Universal Tools	Description
Calculator (see non-embedded accommodations for students who cannot use the embedded calculator)	<p>Students must use the online calculator provided in the assessment that can be accessed for calculator-allowed items when students click on the calculator button. Some students with visual impairments (with IEP or 504 plans) who are unable to access the online calculator provided in the assessment for calculator-allowed items will be permitted to use the calculator that they typically use, such as a braille calculator. Test administrators must ensure the non-embedded calculator is only available for calculator-allowed items.</p> <p>When the online calculator provided in the assessment is not appropriate for a student (e.g., blind student), the student may use the calculator offered under non-embedded accommodations (e.g., talking calculator or braille calculator).</p>
Click to Enlarge	This feature allows all test item content to fit within a single test page without introducing unnecessary scrollbars by using a thumbnail image of a portion of the item. When clicked on, this thumbnail is enlarged as a pop-up box that students can drag to any area of their screen allowing students to interact with the test item and tools simultaneously.
Cross-off Tool [Strikethrough]	The student uses this feature to eliminate (or cross-off) those answer choices that do not appear correct to the student. Students can remove the cross-off by simply re-selecting the crossed off item.

Embedded Universal Tools	Description
Flag/Mark for Review	<p>Students may mark (or flag) a question for review at a later point in the test. Students can see which items have been marked for review by the flag icon that appears on the go-to-question menu and on the review page at the end of the session.</p> <p>Note: It is recommended but not required that students remove item flags before submitting a test session. All flagged questions should be reviewed prior to exiting the test session for the day since students may not go back to any questions worked on the previous day. Students should only work forward from where they left off when exiting the test.</p>
Help/What's This?	<p>The help library provides information on tool usage, test directions, helpful hints, and other topics. Also includes a “What’s This?” feature that allows a student to access contextual help for a specific tool or button.</p>
Highlighter	<p>This tool can be used to highlight a portion of text or a graphic, or remove existing highlights one-by-one or by using the clear all option. With the exception of the response area itself, the highlighter can be used virtually anywhere within the item to highlight passage text, item text, answer options, portions of graphics and images, and text within images.</p>
Go to Question	<p>Allows a student to jump to any item or passage set on the test by choosing the item from a drop-down list. Items that have been flagged by the student for review display a flag icon in this menu.</p>
Keyboard Navigation	<p>Move through the test, access tools, and answer questions using the keyboard.</p>
Line Guide	<p>Movable, straight-edge line used to follow along with each line of text. Students can drag the guide up or down on the screen as an aid in reading an item or passage.</p>

Embedded Universal Tools	Description
Magnifier Tool [Zoom]	<p>Magnify/enlarge the entire screen, including all text, images, and objects, by 150% or 200% for better viewing. Students accustomed to viewing enlarged text or graphics, or navigation buttons may need magnification to comfortably view content. This support also may meet the needs of students with visual impairments and other print disabilities. Utilizing a larger monitor is the online equivalent to “large print”. All graphic and text content in INSIGHT is scalable and therefore renders sharply regardless of the screen resolution or format. Using a high resolution, large-format monitor will result in sharply rendered test content including when using the magnifier tool within INSIGHT.</p> <p>Note: For students who use it in their regular instructional environment, third-party screen magnification software such as (MAGic or ZoomText) is compatible for use with DRC INSIGHT but may lead to some pixelation at high magnification levels due to the way magnification is achieved by the third-party software.</p>
Measuring Tools [Math Tools]	<p>This tool set includes both standard and metric rulers that can be dragged to the desired location on the screen and pivoted, to take measurements in both inches and centimeters. Also included is a transparent protractor for measuring angles that can be moved over any object on the screen and rotated.</p>
Pause [Breaks]	<p>Students may be allowed to take breaks periodically as determined by their test administrator. Students should select the pause button in the lower toolbar to pause the test and to ensure that their test questions and responses are not visible to others while they are away from their device. The pause feature lasts for up to 20 minutes. If the student returns to their device within the 20 minutes (a countdown timer displays the amount of time remaining in the pause) they will not have to log back in to the test session. If the 20 minute time limit expires prior to the student resuming, the system automatically saves and exits the test session. To resume testing, the student will need to log back into the session with their test ticket.</p> <p>Note: The TDA must be completed in one sitting with breaks of 20 minutes or less. For more information about the TDA refer to the <i>Test Administration Manual</i>.</p>

Embedded Universal Tools	Description
Review Page	<p>Selecting the review/end test button in the lower toolbar allows the student to see which items have been attempted, flagged, and which remain unanswered. Clicking on a particular item will take the student directly to any item on the page. Upon reaching this page a student may decide if their test session is ready to submit for scoring or if they need to go back and make any changes or complete missed items.</p> <p>Note: The review page may, in some cases, report an attempt or partial answer as an “answered question.” For example, a multi-select item that asks a student to choose more than one answer will indicate that the question has been answered even if the student selects only one answer.</p>
Sticky Notes [Digital Notepad]	<p>Creates and places a note on the screen in which a student can type a short message for later reference. Multiple notes can be created for each item or passage, and the notes can be moved around the screen, minimized or completely hidden, and re-opened. For a passage or scenario that contains multiple parts (for example, one passage that has several questions associated with it), the student can use the sticky note tool to take notes that are visible for all questions associated with that passage or scenario.</p>
Test Directions	<p>Easy-to-follow instructions are provided at the beginning of the test to guide students on how to use the online tools and how to navigate and submit the test. Students can return to them at any point during the test by selecting the help menu in the item page toolbar.</p>
Tooltips	<p>Pop-up labels that describe each tool/function within the testing interface. Tooltips appear when the student hovers over a tool with the mouse pointer. For students who use the text-to-speech audio accommodation, the tooltip description will be read aloud to the student.</p>

Non-Embedded Universal Tools

Table 2 describes the non-embedded Universal Tools that may be provided to any student but are not part of the online system. Non-embedded Universal Tools should be provided locally and the use of these tools is not recorded in eDIRECT.

Table 2: Non-Embedded Universal Tools

Non-Embedded Universal Tools	Description
Graph Paper	Optional resource for students in grades 6-8. Graph paper must be collected and securely disposed of immediately after each testing session. The graph paper should be plain graph paper and must also be free of axis lines, points, numbers, and/or letters. Graph paper is provided for students to create organized sketches of points, lines, and/or shapes to solve problems in grades 6-8. There is no need for a consistent requirement in graph paper size; however, the recommendation is the 1/4 inch graph paper.

Section II: Designated Supports

This section describes the designated supports currently available for the Spring 2018 Forward Exam. Designated supports are those features that are available for use by any student for whom the **need has been indicated by an educator or team of educators** (with parent/guardian and student input as appropriate) **and are part of their classroom instruction**. They are either provided as part of the online testing system (embedded) or separate from it (non-embedded). Students should have time to practice using the accommodation with the Forward Exam Online Tools Training (OTT) prior to actual testing.

ALL designated supports must be entered into eDIRECT prior to printing test tickets and test administration. See *Managing Students and Testing in eDIRECT Guide* for instructions about entering accommodations and supports into eDIRECT.

- Test tickets will have an abbreviation next to “accommodations” on the student’s test ticket if the support was entered prior to printing tickets and the support will be available during testing.
- Test tickets printed prior to having supports entered into eDIRECT will not have an abbreviation appear next to “accommodations” on the ticket and the supports will **NOT** be available during testing.
- Test Administrators should have a list of all students who should receive designated supports and accommodations, whether embedded or non-embedded, during testing to ensure these students are receiving the accessibility options assigned.

Embedded Designated Supports

Table 3 describes the embedded designated supports that may be selected for a student in eDIRECT prior to printing the test ticket.

Table 3: Embedded Designated Supports

Embedded Designated Supports	Test Ticket Abbrev.	Description	Guidance
Color Choices	CC	The background color changes according to the color selected without changing the color of text, graphics or response areas.	Students with attention difficulties, visual impairments, or other print disabilities may benefit from this support. Color supports should be informed by evidence that color selections meet the student’s needs.

Embedded Designated Supports	Test Ticket Abbrev.	Description	Guidance
Contrasting Color	CTC	Using color combinations that are in opposite positions on the color wheel, the font and background colors change according to the combination selected.	Students with attention difficulties, visual impairments, or other print disabilities may benefit from this support. Color supports should be informed by evidence that color selections meet the student's needs.
Reverse Contrast	RC	All colors on the test page are displayed in the reverse (negative) color.	Students with attention difficulties, visual impairments, or other print disabilities may benefit from this support. Color supports should be informed by evidence that color selections meet the student's needs.
Masking	MSK	Allows the student to cover up (mask) content that may be distracting, enabling the student to more easily focus their attention on a specific part of the screen. Masked areas are re-sizeable and moveable on the item page.	Students with attention difficulties, print disabilities, or visual impairments may wish to mask content that may be distracting during the assessment.
Stacked Translations (Spanish)	ST	Stacked Spanish translations are available as a language support to designated students on all mathematics, science, and social studies assessments. For ELA assessments, only the test directions are available in stacked translation. Stacked translations present students with a complete translation (Spanish) of all test content together with the full text of the original English.	For students whose primary language is Spanish and who use dual language supports in the classroom, the use of the stacked translation designated support may be appropriate.

Embedded Designated Supports	Test Ticket Abbrev.	Description	Guidance
Text-to-Speech (not allowed for ELA session 4 reading passages)	TTS	The text-to-speech (TTS) function allows the student to listen via headphones or speakers to test information displayed on the screen. Words and numbers, test directions, questions, answer choices, and other information is read aloud by the computer and may be replayed as necessary.	<p>Text-to-speech (TTS) is allowed as a designated support for all grades in mathematics, science, social studies, and English language arts (ELA) as appropriate (not allowed for ELA session 4 reading passages). It is provided only in the English language. The TTS designated support is intended only for students who are struggling readers who may need assistance accessing the assessment or students with reading-related disabilities. Students should use a similar support on a regular basis in the classroom. Allowing TTS for all students is not a proper use of this support. Students who use text-to-speech will need headphones unless tested individually in a separate setting.</p> <p>TTS designated support should be used for the majority of students requiring TTS, including students who have IEP or 504 plans.</p>

Non-Embedded Designated Supports

Table 4 describes the non-embedded designated supports that may be selected for a student in eDIRECT prior to printing the test ticket. Non-embedded designated supports are provided locally and **may be provided to students who regularly use a similar support as part of their classroom instruction.** All Non-embedded supports need to be entered into eDIRECT for reporting purposes.

Table 4: Non-Embedded Designated Supports

Non-Embedded Designated Supports	Test Ticket Abbrev.	Description	Guidance
Amplification Device	AD	The student adjusts the volume control beyond the computer built in settings using non-embedded devices.	Students who are hard of hearing may use amplification assistive technology (e.g., FM System) to increase the volume provided in the assessment system. Use of this resource may require a separate setting. If the device has additional features that may compromise the validity of the test (e.g., internet access), the additional functionality must be deactivated to maintain test security.
Word-to-word Bilingual Dictionary	BD	A word-to-word bilingual dictionary may be provided as a designated language support.	Not permitted on ELA tests. Refer to the DPI accommodations and supports webpage linked below for a list of DPI-approved word-to-word dictionaries. Note: Word-to-word dictionaries are simply paper or electronic forms of words provided in two languages. Definitions are not included. http://dpi.wi.gov/assessment/forward/accommodations
Color Overlay	CO	A transparent colored sheet that is placed over a page of text or is affixed to a computer screen.	Provides assistance to students who normally use this support when reading to reduce visual stress.

Non-Embedded Designated Supports	Test Ticket Abbrev.	Description	Guidance
Magnification	MAG	The size of specific areas of the screen (e.g., text, formulas, tables, graphics, and navigation buttons) may be adjusted by the student with an assistive technology device. Magnification allows increasing the size to a level not provided for by the zoom universal tool. Utilizing a larger monitor is the online equivalent to “large print”.	<p>Students accustomed to viewing enlarged text or graphics, or navigation buttons may need magnification to comfortably view content. This support also may meet the needs of students with visual impairments and other print disabilities. The use of this designated support may result in the student needing additional overall time to complete the assessment or possibly the need for an administration in a separate setting if the support used creates a test security concern.</p> <p>Third-party screen magnification software such as (MAGic or ZoomText) may lead to some pixelation at high magnification levels due to the way magnification is achieved by the third-party software. Do not activate screen readers if using third party screen magnification, as they are not compatible.</p>
Noise Buffers	NB	Ear mufflers and/or white noise used to block external sounds.	<p>Student (not groups of students) wears equipment to reduce environmental noises. Students may have these testing variations if regularly used in the classroom. Students who use white noise will need headphones unless tested individually in a separate setting.</p>

Non-Embedded Designated Supports	Test Ticket Abbrev.	Description	Guidance
Read Aloud (not allowed for ELA session 4 reading passages)	RA	Read aloud allows the student to listen to test information displayed on the screen read to them by a qualified human reader. Words and numbers, test directions, questions, answer choices, and other information is read aloud by a human reader and can be repeated as necessary.	<p>Read aloud is allowed as a designated support for all grades in mathematics, science, social studies, and English language arts (ELA) as appropriate (not allowed for ELA session 4 reading passages). It is provided only in the English language. Read aloud is intended only for students who are struggling readers who may need assistance accessing the assessment, or students with reading-related disabilities. Students should use a similar support on a regular basis in the classroom. Allowing read aloud for all students is not a proper use of this support. Students receiving the read aloud support will need to be tested individually in a separate setting.</p> <p>As a general guideline, TTS should be used in most situations (for standardization). Read aloud should be used for the very small number of students who may not be able to comprehend the computer voice and therefore need this support to access the test.</p> <p>For students requiring read aloud as a support, the majority will use the read aloud designated support (not the accommodation) including students with IEP or 504 plans.</p> <p>Read aloud guidelines and confidentiality forms are available on the Forward Exam Accommodations and Supports webpage: http://dpi.wi.gov/assessment/forward/accommodations.</p>

Non-Embedded Designated Supports	Test Ticket Abbrev.	Description	Guidance
Scribe	SC	Students dictate their responses to a human who records verbatim what they dictate.	<p>Students who have a significant motor disability, processing difficulties, or who have had a recent injury (such as a broken arm) that make it difficult to provide responses may need to dictate their responses to a human, who then records the student's responses verbatim.</p> <p>Translators who scribe student responses from a native language to English should translate word-for-word to the extent possible for all content areas except Text Dependent Analysis (TDAs) items. The TDA items must be scribed in English.</p> <p>The Text Dependent Analysis (TDA) items measure composition, grammar, punctuation, capitalization, spelling as well as citing evidence and the use of textual support. Therefore, a student must dictate their response exactly as it is to be written. Scribing guidelines are available in the Forward Exam Accommodations and Supports webpage at http://dpi.wi.gov/assessment/forward/accommodations.</p> <p>Note: The use of a scribe can be stressful to a student who does not normally use this support, especially during the TDA. Discuss the scribing process with the student ahead of time, as some students may opt to go without if possible.</p>
Separate Setting	SS	Test location is altered so that the student is tested in a setting different from that made available for most students.	Students who are easily distracted or who may distract others may need an alternate location for their assessment. (Ex. Behavior issues, read aloud)

Non-Embedded Designated Supports	Test Ticket Abbrev.	Description	Guidance
Small Group Translation	SGT	Ensures all students receive the same test form allowing the test administrator to read the stacked translation in Spanish, or translate the exam in a language other than Spanish, to a small group at one time. SGT may be used for all mathematics, science, and social studies assessments. For ELA assessments, only the test directions may be translated/interpreted.	<p>This support allows a translator/interpreter read the test aloud to a small group of students (up to 4) at the same time. Small Group Translation is only available as a language support to designated students on all mathematics, science, and social studies assessments. For ELA assessments, only the test directions may be translated/interpreted.</p> <p>If providing SGT in Spanish the translator must read from the Spanish stacked translation provided for standardization.</p> <p>For more information, please review the Translator/Interpreter Guidelines and Qualifications document available on the Forward Exam Accommodations and Supports webpage at https://dpi.wi.gov/assessment/forward/accommodations.</p> <p>Translators/Interpreters should use the Guidelines for Read Aloud to assist in the translation/interpretation. Translators/Interpreters are required to complete the Read Aloud Confidentiality Agreement Form prior to test administration.</p> <p>Small Group Translation will appear on the student's test ticket next to accommodations as SGT.</p> <p>The use of SGT needs to be used in conjunction with the TI (Translator/Interpreter) designated support. If using ST (Stacked Translation) in small groups, you must select ST as a designated support in conjunction with SGT and TI.</p>

Non-Embedded Designated Supports	Test Ticket Abbrev.	Description	Guidance
Translator/Interpreter	TI	Translator/Interpreter is available as a language support for languages other than Spanish to designated students on all mathematics, science, and social studies assessments. For ELA assessments, only the test directions may be translated/interpreted.	<p>Students requiring language support in languages other than Spanish may use a translator/interpreter on all mathematics, science, and social studies assessments. For ELA assessments, only the test directions may be translated/interpreted.</p> <p>For more information, please review the Translator/Interpreter Guidelines and Qualifications document available at on the Forward Exam Accommodations and Supports webpage at https://dpi.wi.gov/assessment/forward/accommodations.</p> <p>Translators/Interpreters should use the Guidelines for Read Aloud to assist in the translation/interpretation. Translators/Interpreters are required to complete the Read Aloud Confidentiality Agreement Form prior to test administration.</p> <p>Translation/Interpretation will appear on the student's test ticket next to accommodations as TI.</p>

Section III: Accommodations

This section describes accommodations currently available for the Spring 2018 Forward Exam. Accommodations are features that are available for use by a student for whom **there is a documented need on an Individualized Education Program (IEP) or 504 plan** and **who use a similar accommodation as part of their classroom instruction**. Educator teams make decisions, provide evidence of the student's need for the accommodation, and ensure that it is noted on the student's IEP or 504 plan. Accommodations need to be selected in eDIRECT for each student prior to printing a test ticket. Students should have time to practice using the accommodation with the Forward Exam Online Tools Training (OTT) prior to actual testing.

All accommodations must be entered into eDIRECT prior to printing test tickets. See *Managing Students and Testing in eDIRECT Guide* for instructions on entering accommodations and supports into eDIRECT.

- Test tickets will have an abbreviation next to “accommodations” on the student’s test ticket if the accommodation was entered prior to printing tickets and the accommodation will be available during testing.
- Test tickets printed prior to having accommodations entered into eDIRECT will not have an abbreviation appear next to “accommodations” on the ticket and the accommodations will **NOT** be available during testing.
- Test Administrators should have a list of all student who should receive designated supports and accommodations, whether embedded or non-embedded, during testing to ensure these students are receiving the accessibility options assigned.

Embedded Accommodations

Table 5 describes the embedded accommodations that may be selected for a student in eDIRECT, as specified in an IEP or 504 plan, prior to printing the test ticket.

Table 5: Embedded Accommodations

Embedded Accommodations	Test Ticket Abbr	Description	Guidance
Video Sign Language (VSL) (not allowed for ELA session 4 reading passages)	VSL (ASL)	Online delivery of test content in American Sign Language (ASL) is presented as a pre-recorded embedded video of a human signer. Students activate the VSL and can view as often as needed using the controls provided. VSL is available for mathematics, science, social studies, and ELA (not allowed for ELA session 4 reading passages). The pre-recorded VSL allows for standardization and consistency in administration of the sign language accommodation.	Students who are deaf or hard of hearing and who typically use ASL may utilize this accommodation when accessing audio and text-based content in the assessment. In-person sign interpretation services or direct communication of the test content in sign is not an allowable accommodation and invalidates the assessment.

Embedded Accommodations	Test Ticket Abbr	Description	Guidance
Closed Captioning (only for ELA session 2 Listening passages)	C CAP	Closed captioning is displayed immediately above the embedded audio player on all listening passages as the passage is played. Students without closed captioning on their printed test tickets will not see captioning as the passage audio plays.	This accommodation is for students who are deaf or hard of hearing who typically access information presented via audio by reading words that are synchronized with the audio.
Text-to-Speech (include ELA session 4 reading passages)	TTS (PSGS)	The Text-to-speech (TTS) accommodation allows students with visual impairments to listen via headphones or speakers to the ELA test information displayed on the screen including test directions, questions, answer choices, and ELA session 4 reading passages and can be replayed as necessary.	<p>This accommodation is only available to a student with visual impairments who is not proficient in contracted Braille. A test administrator may operate the TTS for the student within the online testing system for standardization purposes rather than use a human reader (read aloud).</p> <p>TTS is available as an accommodation for students whose need is documented in an IEP or 504 plan and have met all five criteria on the <i>Guidelines for Administration of the Read Aloud (or TTS) Accommodation for the Forward Exam</i> (see appendix A).</p> <p>Students who do not meet this criteria but require TTS should use the Designated Support TTS including those who have IEP or 504 plans.</p> <p>Students who use text-to-speech will need headphones unless tested individually in a separate setting.</p>

Non-Embedded Accommodations

Table 6 describes the non-embedded accommodations that may be selected for a student in eDIRECT, as specified in an IEP or 504 plan, prior to printing student test tickets. With the exception of braille (BRL), print-on-demand (POD), and listening scripts (LS), all non-embedded accommodations should be provided locally. All non-embedded accommodations need to be selected in eDIRECT for reporting purposes.

Table 6: Non-Embedded Accommodations

Non-Embedded Accommodations	Test Ticket Abbr	Description	Guidance
Abacus	AB	This tool may be used in place of scratch paper for students who typically use an abacus.	Some students with visual impairments use an abacus in place of using scratch paper.
Alternate Response Options	ARO	Alternate response options include but are not limited to adapted keyboards, large keyboards, StickyKeys, MouseKeys, FilterKeys, adapted mouse, touch screen, head wand, and switches	Some students with physical disabilities may need to use the alternate response options accommodation. Some alternate response options are external devices that must be plugged in and be compatible with the assessment delivery system. It is important to test compatibility ahead of time with the Online Training Tools.

Non-Embedded Accommodations	Test Ticket Abbr	Description	Guidance
Braille	BRL	A paper copy braille version of the test will be available at each grade level and content area. All tests will be presented in Unified English Braille (UEB) and will follow Nemeth Code for mathematical and scientific notation where appropriate.	<p>In addition to selecting the braille accommodation for a student in eDIRECT, DACs must order printed Braille tests using the “additional materials” request page in eDIRECT.</p> <p>All student responses must be transcribed into the online testing system (INSIGHT) by the test administrator or other designated person using the student’s test ticket. The test ticket must have BRL next to accommodations to ensure that the online test form and the Braille form have matching content for all questions.</p> <p>The printed test must be treated as a secure testing materials. See the Test Administration Manual on the Forward Exam Resources webpage for more information on the braille process including test security procedures. http://dpi.wi.gov/assessment/forward/resources</p>
Calculator	NEC	A calculator that falls under assistive technology device such as a talking calculator or braille calculator.	<p>Students with visual impairments who are unable to access the online calculator provided in the assessment for calculator-allowed items will be permitted to use the calculator that they typically use, such as a Braille calculator. Test administrators must ensure the calculator is only available for calculator-allowed items.</p> <p>Calculators provided online in the Forward Exam by grade level for calculator-allowed items only:</p> <ul style="list-style-type: none"> • For grades 3-6, a basic four-function calculator is required. • For grades 7 and 8, a scientific calculator with exponents, trigonometry, and logarithmic functionalities is required. <p>All other students must use the online calculator provided in the assessment.</p>

Non-Embedded Accommodations	Test Ticket Abbr	Description	Guidance
Listening Scripts (ELA session 2 listening passage only)	LS	Printable listening scripts of the audio presentations in ELA session 2 are provided for use by a qualified human reader. The human reader reads the script aloud to a student who is deaf or hard of hearing and needs to view the reader's face while having the passage read to them in order to access the material.	<p>Listening scripts may be provided to test administrators working with students who are deaf or hard of hearing who are unable to access the embedded listening passages via the embedded audio, closed captioning, or video sign language. This accommodation would be for a student that would need the test administrator to read the listening passages aloud to the student, allowing the student to view the test administrators' face so the student may lip read.</p> <p>The decision to allow this accommodation must be based on each individual student's need and documented in a student's IEP or 504 Plan.</p> <p>There is a special protocol for requesting the listening script accommodation. If a student requires listening scripts, the DAC must submit a request via the Listening Script Accommodation approval form located at http://dpi.wi.gov/assessment/forms.</p> <p>After receiving the request, DPI will review, and if approved, activate the process. If approved, the accommodation must be selected in eDIRECT for the student prior to printing test tickets.</p>
Multiplication Table (allowed for grades 4 and above)	MT	A paper-based single digit (1-9) multiplication table will be available for reference.	For students in grades 4 and above with a documented and persistent calculation disability (i.e. dyscalculia). Table is available on the Forward Exam Accommodations and Supports webpage at http://dpi.wi.gov/assessment/forward/accommodations .

Non-Embedded Accommodations	Test Ticket Abbr	Description	Guidance
Print-on-Demand	POD	A print-on-demand version of the test is available at each grade level and content area in pdf format. The test administrator or other designated person will print the test and provide it to the student with this accommodation.	<p>The print-on-demand accommodation is intended for those extremely rare instances (e.g., photosensitive epilepsy) where a student's condition prevents him or her from accessing material online. Access to printed items/stimuli should not be assigned based on a preference. The decision to allow this accommodation must be based on each individual student's need and documented in a student's IEP or 504 Plan. There are emergency circumstances in which medical documentation is acceptable (i.e. concussion with no screen time permitted).</p> <p>All responses must be entered into the student's online test by the test administrator or other designated person using the student's test ticket. The printed test must be treated as secure testing materials.</p> <p>There is a special protocol for requesting a print-on-demand accommodation. If a student requires print-on-demand, the DAC must submit a request for print-on-demand accommodation approval form located at http://dpi.wi.gov/assessment/forms.</p> <p>DPI will review the request, and if approved, activate the process. If approved, the accommodation must be selected in eDIRECT for the student prior to printing test tickets.</p>

Non-Embedded Accommodations	Test Ticket Abbr	Description	Guidance
Read Aloud (including ELA session 4 reading passages)	RAP	Read aloud accommodation allows the student to listen via a qualified human reader to ELA test information displayed on the screen, including test directions, questions, answer choices, and ELA session 4 reading passages and can be repeated as necessary.	<p>This accommodation is only available to a student with visual impairments who is not proficient in contracted braille.</p> <p>Read aloud is available as an accommodation for students whose need is documented in an IEP or 504 plan and have met all five criteria on the <i>Guidelines for Administration of the Read Aloud Accommodation for the Forward Exam</i> (See Appendix A).</p> <p>Students who do not meet this criteria but require read aloud should use the designated support read aloud including those who have IEP or 504 plans.</p> <p><i>Read Aloud Guidelines</i> and confidentiality forms are available on the Forward Exam Accommodations and Supports webpage: http://dpi.wi.gov/assessment/forward/accommodations.</p>

Accessibility Rules – Options that are Mutually Exclusive

The following supports and accommodations are mutually exclusive (one and cannot be used with another):

ELA:

- Spanish Translation (Stacked) [ST]
- Text-to-Speech [TTS]
- Text-to-Speech (Reading Passages) [TTS (PSGS)]
- Video Sign Language (VSL) [VSL (ASL)]
- Print-on-Demand [POD]
- Braille [BRL]

Mathematics, Science, and Social Studies:

- Spanish Translation (Stacked) [ST]
- Text-to-Speech [TTS]
- Video Sign Language (VSL) [VSL (ASL)]
- Print-on-Demand [POD]
- Braille [BRL]

Please note: Spanish translation (stacked) and TTS cannot be used at the same time. TTS is in English only and will try to read the Spanish translation as if it were English. If a student required both TTS and the Stacked translation you should select the Spanish translation (Stacked) and read aloud in eDIRECT for the student. During test administration provide the student with a human reader (not allowed for ELA session 4 reading passages) and the stacked translation.

Request for Accommodation

Any accommodation or support not in *The Accessibility Guidelines* must be approved by DPI prior to use during the Forward Exam. DPI staff will determine whether the requested accessibility option impacts the validity of the test results and/or the construct the test is intended to measure. See Appendix B.

Appendix A - Read Aloud/TTS Accommodation Form

Guidelines for the Administration of Read Aloud/TTS Accommodation to Visually Impaired Students for the Forward Exam

Student _____ Grade _____ Date _____

Teacher _____ School _____

The Forward Exam is generally produced for students with severe visual impairments using the contracted braille, a space-saving method for creating braille in which braille cells can be used individually or together to represent contractions and whole words in braille.

In some cases, students who do not master braille cannot access the test materials. The Individualized Education Program (IEP) team is responsible for making the decision about how a child with visual impairments will participate in the Forward Exam each year the test is administered. All five of the criteria below must be met when considering whether the child has not mastered braille and needs to have the read aloud/TTS accommodation provided in order to access the Forward Exam.

When the IEP team concludes that all five criteria below accurately characterize a student's current educational performance, the read aloud accommodation will be allowed in all sessions, including ELA reading passages, to adequately provide meaningful data representing the current academic outcome from the student.

Criteira for Accommodation	Yes	No
Does the IEP indicate that the child has a need and receives instruction in braille?		
Does the lack of knowledge of braille prevent student participation in the Forward Exam, which includes the ELA reading passages?		
Is the student's inability to access the exam, which includes the ELA reading passages, primarily because of his/her disability rather than issues that are not related to the disability (e.g., excessive unexcused absences)?		
Is the student routinely provided with an oral instruction format to access materials?		
Will the oral administration of the test provide sufficient access to the materials to the student?		

Appendix B - Accommodation Request Forms

All forms are available at <https://dpi.wi.gov/assessment/forms#accom>.

- Forward Exam Guidelines for the Administration of Read Aloud/TTS Accommodation to Visually Impaired Students for the Forward Exam
- Forward Exam Request for Accommodation Form
- Forward Exam Request for Print-on-Demand Accommodation Form
- Forward Exam Request for Listening Script Accommodation Form

Appendix C- List of Accessibility Resources

Available on the Forward Exam Accommodations and Supports webpage

<https://dpi.wi.gov/assessment/forward/accommodations>

Resource/Training Material	Description
Accessibility Guide	Provides information about universal tools, designated supports, and accommodations that are available for those students who need them during the administration of the Forward Exam. This guide also provides descriptions and guidelines for each accessibility feature.
Accessibility Training PowerPoint	This PowerPoint provides training on accessibility features, including their descriptions and policies for use.
Multiplication Table	This Non-embedded Accommodation is available only for grades 4-8.
Read Aloud Guidelines	This document outlines the qualifications, guidelines, and procedures required for a test reader. Test readers must sign the Read Aloud Agreement to Maintain Confidentiality prior to administration. Completed agreement forms are retained by the DAC/SAC.
Scribe Guidelines	This document outlines the qualifications, guidelines and procedures when using a scribe.
Translator/Interpreter Guidelines	This document outlines the qualifications, guidelines, and procedures required when using a translator/interpreter.
Word-to-word Bilingual Dictionaries	This document provides a list of allowable bilingual dictionaries.

Appendix D- Accessibility Abbreviations

Abbreviation	Description	Accommodation / Designated Support	Embedded / Non-Embedded
CC	Color Choices	Designated Support	Embedded
CTC	Contrasting Color	Designated Support	Embedded
RC	Reverse Contrast	Designated Support	Embedded
MSK	Masking	Designated Support	Embedded
ST	Stacked Translations (Spanish)	Designated Support	Embedded
TTS	Text-to-Speech	Designated Support	Embedded
AD	Amplification Device	Designated Support	Non-Embedded
BD	Word-to-word Bilingual Dictionary	Designated Support	Non-Embedded
CO	Color Overlay	Designated Support	Non-Embedded
MAG	Magnification	Designated Support	Non-Embedded
NB	Noise Buffers	Designated Support	Non-Embedded
RA	Read Aloud	Designated Support	Non-Embedded
SC	Scribe	Designated Support	Non-Embedded
SS	Separate Setting	Designated Support	Non-Embedded
SGT	Small Group Translation	Designated Support	Non-Embedded
TI	Translator / Interpreter	Designated Support	Non-Embedded
VSL (ASL)	Video Sign Language	Accommodation	Embedded
C CAP	Closed Captioning	Accommodation	Embedded
TTS (PSGS)	Text-to-Speech	Accommodation	Embedded
AB	Abacus	Accommodation	Non-Embedded
ARO	Alternate Response Options	Accommodation	Non-Embedded
BRL	Braille	Accommodation	Non-Embedded

Abbreviation	Description	Accommodation / Designated Support	Embedded / Non-Embedded
NEC	Calculator	Accommodation	Non-Embedded
LS	Listening Scripts	Accommodation	Non-Embedded
MT	Multiplication Table	Accommodation	Non-Embedded
POD	Print-on-Demand	Accommodation	Non-Embedded
RAP	Read Aloud	Accommodation	Non-Embedded

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